



Safer Exeter Management Group Terms of Reference

Purpose

- 1.1 Safer Exeter has an important role in tackling a range of community safety and public protection issues. The Vision for Safer Exeter is ***‘making our city safer for all’***.
- 1.2 Safer Exeter has established the Management Group to lead on:
 - Delivering the priorities of Safer Exeter
 - Delivering the three year action plan for Safer Exeter
 - Bring to the Executive, emerging risks and issues impacting Exeter
- 1.3 By addressing safety within Exeter, we will instil confidence and address community cohesion within our communities and neighbourhoods.
- 1.4 Community Safety Partnerships were introduced as part of the [Crime and Disorder Act 1998](#) (section 6) to bring together local partners to formulate and implement strategies to tackle crime, disorder and antisocial behaviour in their communities.

2.0 Responsibilities

- 2.1 The Management Group will provide evidence and support in the development of the three year action plan and supporting priorities, reviewed annually, with agreed priorities and measurements to be monitored and reported on to the Executive Group.
- 2.2 The Action Plan will include how Safer Exeter will address the delivery and performance of the priorities. The review, evaluation and evidence of the success of the Action Plan will be fed into the annual review the [strategic assessment](#).
- 2.3 The Management Group will subsequently lead on the delivery, monitoring and evaluation of the three year action plan
- 2.4 The Management Group will be responsible for managing and advising on the day-to-day operation of Safer Exeter and have the authority to take action on behalf of the Executive between meetings and reporting back to the Executive as necessary.
- 2.5 The Management Group will identify key areas of work for progression for that particular financial year.

- 2.6 The Management Group will be responsible to the Executive for the financial, procedural, operational and disciplinary regulation of safer Exeter. Any alterations recommended by the Management Group will be subject to approval by a majority vote of the Safer Exeter Executive.

3.0 Administration

- 3.1 Exeter City Council shall be responsible for administering Management Group meetings, the administration of the group may be delegated to the organisation that the Chair represents, if this is felt to be more practical.
- 3.2 Safer Exeter is subject to Freedom of Information Enquiries. All confidential and sensitive information will be redacted in all documents prior to publication.
- 3.4 Meeting notes of the Safer Exeter Management Group will be distributed after the meeting and will be uploaded onto www.exeter.gov.uk/saferexeter
- 3.5 Exeter City Council will lead on communications for the Community Safety Partnership, Safer Exeter.

4.0 Membership

- 4.1 Membership of the Management Group will be made from chairs of each of the Working Groups, as well as both Deputy Chairs of the Executive Group as well as the Community Safety Partnership Manager. Working Groups include:
- Hate Crime
 - ASB (Neighbourhoods)
 - Violence Against Women & Girls
 - City Centre
- 4.2 The chair of the Management Group will be nominated and elected from within the Management Group.
- 4.3 The chairs of each of the Working Groups should regularly and participate at Executive Group Meetings and feedback to their own organisations. It is important that those within Safer Exeter have an appropriate level of seniority within their own organisation, to commit resources to joint projects and to make decisions.
- 4.4 Where a Chair has to stand down mid-term, the Management Group will select a replacement at the next scheduled meeting, to take up the position until the annual review.
- 4.5 Should the Management Group consider that the Chair is not fulfilling their role, they may be asked to stand down as a result of a vote by the members of the Management group. A replacement will be elected from amongst the membership.

- 4.6 The Management Group Agenda will be prepared by the Chair in consultation with Management Group attendees. Set agenda items will include an update and overview from each of the Working Groups.
- 4.7 Representatives of organisations involved in Safer Exeter may be invited to attend Management Group meetings in an advisory capacity only.
- 4.8 Other city partners, who may be able to contribute to collaborative work to address specific community safety issues, may be invited to attend the Executive Group as and when appropriate.
- 4.9 Safer Exeter will formally review the full membership of the Safer Exeter Executive Group once a year, to ensure that the right people with the right skills are contributing to the work of Safer Exeter. Any change to the membership will be ratified at the following meeting, with invites sent to any new members for the meeting following ratification.
- 4.10 Attendees are expected to maintain confidentiality on sensitive matters discussed in meetings and act with integrity and respect towards each other and the public.
- 4.11 A minimum of half the members, must be present for decisions to be made. Decisions made will be by consensus. If a consensus cannot be reached, decisions will be made by a majority vote of members present.
- 5.0 Governance**
- 5.1 Attendance at Safer Exeter Management meetings is not open for wider elected members to attend, as discussions at Partnership meetings can be sensitive and confidential in nature.
- 6.0 Review**
- 6.1 These Terms of Reference will be reviewed every three years or sooner where there are changes in legislation, regulation or governance that will affect the function of the Partnership.
- 6.2 Local Government Reorganisation (LGR) is likely to impact Safer Devon, and therefore Safer Exeter. When the new unitary authorities for Devon are created from April 2028, the governance for Safer Devon and Safer Exeter will need to reflect this.
- 6.3 As part of the annual review of Safer Exeter priorities, the Management Group will review Safer Exeter Privacy Notice, the Data Sharing Agreement with external agencies and internal City Council Services, as well as the City Council's Data Retention & Disposal Policy.